

Bayside

**Street
Party**

**information
kit**

Your guide to a successful street party

Congratulations on your decision to hold a street party! Having a street party is a great way for neighbours to come together, get to know each other and in doing so, build friendships and a more connected community. Areas where neighbours know each other are also safer places to live. However the most important reason for having a street party is to have fun!!

This kit has been designed to provide information to help residents organise fun and safe street parties. The kit includes:

- 10 easy steps to a great street party in Bayside
- Application for a street party permit
- Sample flyer to notify neighbours
- Sample invitation
- Did you enjoy our street party?
– a feedback form for neighbours
- How did your party go?
– a feedback form for the organiser to complete

Supporting information:

- Ice breaker ideas for your street party
- Keep the momentum going – ideas to promote a friendly neighbourhood

You can also download forms and supporting resources included in this kit from Council's website www.bayside.vic.gov.au.

Do I need a permit to hold a street party?

Street parties that involve the closure of a road are subject to Local Law No. 2 Part 6 – Vehicles & Roads, clause 50 – Street Parties & Street Festivals. This local law ensures that street parties are conducted in a safe manner and still allow for people to get around local neighbourhoods. An application form should be submitted 28 days before your party.

There is a fee associated with the approval of your Street Party. This fee is \$136.50. Council will cover the costs of providing barriers, traffic management plans and site inspections for street closures.



10 easy steps to a great street party in Bayside

STEP 1

Talk to your neighbours to check if there is enough interest to hold a street party. You may also find some neighbours who are willing to help with organising the event.

Handy tips

- Invite a couple of neighbours to join an organising committee.
- Share the task of spreading the word, often a personal approach will have a greater chance of success than an invite in the letterbox.

STEP 2

Choose the location of your street party. Check with Council's Amenity Protection Department on 9599 4626 to make sure that the **street** you have chosen is suitable for a road closure.

You might also want to consider alternatives to the traditional "street" party:

- A nearby **park or reserve** can be a great setting for a street or block party. You will require a permit (fees apply) to use Council parks and reserves for certain activities. Further information can be obtained by contacting Council's Recreation Facility Booking Officer on 9599 4444.
- **Private space** such as a driveway, backyard, front lawn or shared space around flats/apartments may suit your needs. An added benefit of using private property is not requiring a permit from Council, however you should check with your insurance company about public liability cover.



STEP 3

To apply for a street party permit (involving a road closure) you need to **notify neighbours in writing** that you intend to apply for approval at least one week before you lodge your application. You must also advise your neighbours how they can object to the granting of a permit. A sample flyer to inform neighbours is available as part of the kit.

STEP 4

Before a permit can be issued for a street party you must secure **public liability insurance** with at least \$20 million coverage. The Local Community Insurance Services provides insurance suitable for street parties. Visit www.communityinsurance.com.au or telephone 1300 853 800 for more information.

Please note that you are under no obligation to use this option, check the yellow pages or Google *Insurance* for further options.

Handy tip

- You may want to ask people attending to contribute a few dollars towards the cost of insurance so that one person is not responsible for the whole amount.

STEP 5

Submit your application for a street party permit to Council's Amenity Protection Department, together with:

- a valid Public Liability Insurance certificate of currency
- a plan of the exact location
- a copy of the flyer used to notify residents
- any objections sent to you as the organiser.

Your application must be lodged 28 days before the date of your party.

STEP 6

It wouldn't be a party without great **food and drink**. It is difficult to know what is going to be the best approach for organising refreshments and you might want to talk to others to help with that decision.

Handy tips

- BYO food and drink is probably the easiest to arrange or you might like to suggest a "bring a plate" option and coordinate what different people bring.
- If you are sharing food or preparing food in a common area make sure that you check if there are any allergies or cultural issues that should be considered.
- If you have a theme for your party you can match the food to the theme. You might also like to celebrate the diversity of your street and ask people to share food from their cultural background.
- Decide if alcohol will be allowed at your party. If you decide to allow alcohol make sure that it is managed properly. The "Safe Parties" brochure has more information about managing alcohol at parties.
- For information about safe food preparation contact Council's Environmental Health Unit on the number below.
- Please note that you cannot sell food and drink without additional permits, for more information contact Council's Environmental Health Unit on 9599 4444.

STEP 7

Invite the neighbours. Be as inclusive as possible and ask people to RSVP so you know how many people to expect.

Handy tips

- Give people plenty of notice, especially if it is a busy time of year. As a guide you should plan to send invitations about 3 weeks before the party. Don't forget you may have to start the permit process several weeks in advance to allow for the 28 day approval process.
- Let people know what they should bring such as chairs, food, drinks, plates, cups and cutlery.
- Be clear about start and finish times.
- Be specific about expectations, especially where alcohol is concerned.
- Don't forget to let people know what facilities will be available and what they need to provide themselves. You might consider making a list of all the things that you need on the day (eg barbeque, eskies, tables, music equipment and utensils) and ask people to volunteer to bring particular items.
- Ask people to get involved in some way; this might be providing entertainment, making decorations, running activities on the day or whatever others feel they can contribute.

STEP 8

Register your party with the police and provide information about your upcoming party to ensure a safer and more enjoyable time for everyone. Your party may be included in a routine police patrol of your neighbourhood, this can provide peace of mind if you are worried about gatecrashers or security issues.

STEP 9

Plan a **welcoming and friendly atmosphere** that promotes people getting to know each other. Try organising an activity or game that will help to break the ice and get people mingling.

Handy tips

- Arrange name badges to create a friendly atmosphere, you may also like to put the person's house number on it or the number of years they have lived in the street.
- Icebreaker activities can help get people mingling and warm the party up. Suggestions for a few activities are included in this kit.

STEP 10

Enjoy your party with your neighbours! Don't forget we would love to hear how your party went, so please use the feedback forms provided in this kit. There is a form for neighbours to complete and one for the organiser. Please return all forms to Bayside City Council to help Council support residents organising street parties.

Handy tips

- Have an active street party! Arrange a team game of odd house numbers versus evens: try cricket, volleyball, rounders or your favourite game.
- Games like egg and spoon races, sack races or tunnel ball can also be a lot of fun.
- Make sure there is time for people to mingle freely and talk to each other and remember that not everybody will feel comfortable to join in an organised activity.



Bayside
CITY COUNCIL

Corporate Centre

76 Royal Avenue, Sandringham
PO Box 27, Sandringham VIC 3191 Australia
Phone (03) 9599 4444
Fax (03) 9598 4474
enquiries@bayside.vic.gov.au
www.bayside.vic.gov.au

Street party permit application

Applicant: _____

Address: _____

Telephone: BH: _____ AH: _____ Mobile _____

Date of party: _____

Location of party (street name): _____

Closure to be between (street): _____ and (street) _____

Please submit a plan of the exact location of your street party.

Time street closure required between: _____ and _____

Contact person/hosts and phone numbers at function: _____

Number of expected guests and age range of guests _____

Will alcohol be available at the party? Supplied BYO Alcohol free party

Details of food being supplied: _____

Will there be adults attending and supervising? Yes No

If there have been street parties in previous years have any problems been experienced? Yes No

If yes, please provide details: _____

Any further comments: _____

Checklist:			
➤ Have you notified neighbours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
➤ Have you attached a copy of the resident notification letter/flyer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
➤ Have you attached a copy of a valid certificate of currency (insurance)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
➤ Have you attached a plan of the exact location of your street party?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
➤ Have you attached copies of any objections you received?	<input type="checkbox"/> None received	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signature of applicant: _____

Date: _____

Council collects your personal information for the purpose of administering its local law. Your information may also be used for internal research purposes. Council will also forward the information provided to all Emergency Services to ensure a safe and enjoyable celebration for you, your guests and neighbours. If you do not provide your information to Council, we may be unable to process your application. If you have any queries or wish to gain access to your information, please contact Council's Privacy Officer on 9599 4444 or at privacy@bayside.vic.gov.au.

Street party guidelines and conditions

1. Applicants must notify all other residents in their street (or section of the street) of their intention to seek approval to hold a street party in writing at least one week prior to the lodging of the application. Objectors to the party should be advised to write to the organisers or Council's Amenity Protection Department within seven days.
2. **Application for approval should be made in writing at least 28 days prior to the required date.** Please forward your application to Amenity Protection Administration, Bayside City Council, PO Box 27, Sandringham VIC 3191, providing:
 - a completed application form
 - a copy of a valid Certificate of Currency (see 3 below)
 - a plan of the exact location
 - a copy of any objections received
 - a copy of the flyer sent to residents.

Please contact the Amenity Protection Administration on 9599 4626 if you have any queries.

3. The applicant is to indemnify Council and take responsibility for any damage to person/s and/or property as a result of this use (a copy of the applicant's policy indemnifying Council to the sum of 20 million dollars to be supplied prior to the permit being issued).

Please note: conditions 1, 2 and 3 must be complied with prior to permission being granted

4. Subject to compliance with guidelines and conditions, Amenity Protection Administration will issue written approval. If written objections to the request are received from other residents, the application may be refused.
5. The supply, delivery and collection of barriers, warning lights and signage will be undertaken by a Council contractor. The contractor will also perform pre and post event inspections.
6. Council will forward a copy of any approval issued to all Emergency Services for their information.
7. Maximum of one street party per year per street (or section of street).
8. Any litter and refuse must be removed by the organisers.
9. Provisions should be made for residents and visitors who wish to enter or depart from the closed section of street.
10. The party must be confined to the area of street designated in your application.
11. Any direction or condition imposed on the day by an Officer of the Council or member of the Victoria Police Force must be complied with.

Council believes that functions such as street parties contribute to mutual good will and understanding between neighbours. It has not been attempted to establish all the conditions which could be applied in giving approval, but believe that street parties, based on principles of courtesy, common sense and consideration for others, will result in a better residential environment.



Some tips for party organisers

Everyone involved with your function wants it to be a great success and usually everything will go off without a hitch. Occasionally situations may arise that threaten to ruin a great party. As the host you have a duty of care to provide a safe environment for guests and the following tips will help reduce the risk of something going wrong as well as some great advice for dealing with a potentially difficult situation.

Invitations

- Invitations allow you to control who attends and enable you to better plan for your party.
- Make sure that guests are aware that admittance will be by invitation only.

Layout

- Keep festivities confined to the designated area.
- Try to have only one entrance or exit to make it easier to control who comes in. This can be almost impossible for street parties but you may consider monitoring entrance points.

Keeping an eye out

- Have visible supervision. Ask a couple of people if they would mind keeping an eye out and would feel confident intervening if a difficult situation arises.
- You may wish to consider hiring licensed security personnel if you are concerned about gatecrashers.

Drinks

- If alcohol will be available make sure it is managed in a safe and responsible way.
- Be specific about expectations concerning alcohol on your invitations.
- Have a designated bar area that is supervised, regardless of whether you are supplying alcohol or it is a BYO party.
- Make sure there are non-alcoholic or low alcohol alternatives available.
- Take particular care if most of your guests will be under 18 years, an alcohol free party may be a better option.
- Consumption of alcohol outside the area covered by the permit may attract a fine.

Dealing with difficult situations

- Remember that it is your party and if you do not like what someone is doing (guest or not) you have the right to ask them to leave.
- Call the police (on 000) as soon as you are concerned about a situation, they can usually solve problems with less fuss than if you try yourself.
- If you can, try to separate and calm the people involved. If alcohol is a factor, try to prevent further consumption.

Register your party

- Register your party with the local police station using the Safe Parties Registration Form included in this kit. Please note that Council notifies all emergency services concerning road closures.

Getting home

- The beauty of a street party is that for most guests, getting home safe is as easy as walking up the street.
- If other guests are invited, encourage them to pre-arrange a lift or a taxi.

For more information about throwing a safe party, refer to the *Safe Parties* brochure included in this kit.



Sample notification of street party and road closure

Date _____

Dear Neighbour

My name is _____ from
_____ (address) and I am proposing
to organise a street party with a street closure on _____ (day/date)
for _____ (describe street or section of street to
be closed) from _____ to _____ (time of party) with the street closed
from _____ to _____ (time of road closure), residents' traffic
excepted.

A condition of applying for the permit is to notify all residents in the street (or
section of the street) at least one week before the application is lodged.

If you object to the street closure on _____ (date) from _____ to
_____ (time) please detail your objection in writing and return to me at the
address above **or** to Bayside City Council, Amenity Protection Administration,
PO Box 27, Sandringham VIC 3191, within 7 days.

Street parties are an excellent opportunity for people to meet each other and
get to know neighbours in a fun way. If the street party permit is granted I
hope that you will consider attending. An invitation will be sent once approval
from Council is obtained.

If you have any questions or would like to be involved in organising the party,
should approval be granted, please contact me on _____ (phone
number).

Many thanks

(Name)



You are invited
to join us for a party
in our street to meet
neighbours and to
celebrate

_____ (insert holiday/event)

Where: _____
When: _____
Time: _____

We will have:

- A BBQ to cook on • activities to entertain •
- lots of fun!!

Please BYO

- food • plates, glasses and cutlery •
- soft drinks or alcohol (in moderation please) •
- CDs (suitable for all ages) • table and chairs (if you need them)

If you would like to help out with the party please contact:
_____ (name) on _____ (phone number)

RSVP by _____ (date) to _____ (name) on
_____ (phone number) **OR**

.....
Drop this note in the letterbox at _____ (address)

I/we would love to attend the street party:

From: _____ (your address)

Number from your household attending: _____



How did your party go?

A feedback form for the street party organiser to complete



Bayside
CITY COUNCIL

Thank you for helping to make your neighbourhood a happier, healthier and safer place. To help Council support residents organising street parties, we would like to know about your experience.

Corporate Centre
76 Royal Avenue, Sandringham
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Australia
Phone (03) 9599 4444
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www.bayside.vic.gov.au

Location of street party: _____

Date of street party: _____

2. According to the feedback you received from neighbours, do you think the street party was a success?

- Extremely Very Mostly Somewhat Not at all

3. Was it well attended?

4. What was your experience of organising the street party?

5. What went well?

6. What didn't work?

7. How involved were other people in the organisation or running of the party?

8. Did you use the Street Parties Information Kit? Yes No

If you did, how useful was the information?

- Extremely Very Mostly Somewhat Not at all

9. What has been the impact of the street party in your neighbourhood?

10. Do you think your street will hold another street party in the future?

- Yes No Maybe

Comments:

Thank you for your assistance. Please return your completed form and the feedback forms from neighbours to Bayside City Council.

ICE BREAKER IDEAS

Get to know your neighbours BINGO

Find someone that fits the description and write their name in the box. You can only use someone's name once for each letter of Bingo. Award a prize to the first person with BINGO and/or the one with the most squares filled up.

B	I	N	G	O
Has lived in the street for more than 5 years	Speaks more than one language	Has a dog	Has met someone famous	Is wearing red
Wears contact lenses	Was born in the country	Has children	Does volunteer work	Was born in the same month as you
Has 2 or more email addresses	Has two or more siblings	Can play a musical instrument	Has travelled overseas	Walks for at least 30 minutes every day
Loves cooking	Rides their bike for transport	Has a creative hobby	Went to the movies last week	Enjoys gardening
Has the number 4 in their home telephone number	Is a library member	Has a cat	Sings in shower	Is not wearing a wrist watch

Postcard puzzle

This is a simple exercise to get people mingling. Cut a few postcards into puzzle pieces. As people arrive give them a puzzle piece with instructions to find the other people with pieces from the same postcard.

Two truths and a lie

Each group member shares two things about themselves that are true and one thing that is a lie. The rest of the group tries to guess which is the untrue statement.

Share a story about our street

Ask each person to share something about the street, it could be a funny story or a simple fact, here are a few hints:

- How long they have lived there
- A funny story about something they saw happen in the street
- Their favourite thing about the street
- A fact about the street such as the number of houses or the number of streetlights.

Hint: you could combine this activity with the 'two truths and a lie' activity, just make the topic your street.



Keep the momentum going

Street parties are a great way to start the process of getting to know your neighbours better, but there are little things you can do year round to make your neighbourhood a friendly one. Here are a few suggestions to keep the momentum going after your street party:

- Invite a neighbour in for a cuppa.
- Introduce yourself to one neighbour you don't know, especially if they are new to your street.
- Swap mail collection or pet feeding duties when you go away.
- Share your interests:
 - If a few people are keen walkers, start a neighbourhood walking group or invite someone to join you the next time you go for a walk.
 - For the avid readers, start a book club in your street.
 - For the cooks in your street, start a recipe swap group with neighbours.
 - If you discover a passion for the same TV show, invite a neighbour in to watch it together.
- If you have a lemon tree or a vegetable patch, share extra produce with your neighbours.
- Offer to pick up some groceries for someone that finds it hard to do the shopping.
- Organise a street garage sale.
- Have your own trivia night. Turn off the telly and invite a few neighbours around for a trivia quiz or your favourite board game.
- Set up a skills exchange e.g. offer dog walking for sharing a meal one night. You might be surprised at the range of skills in your street.

